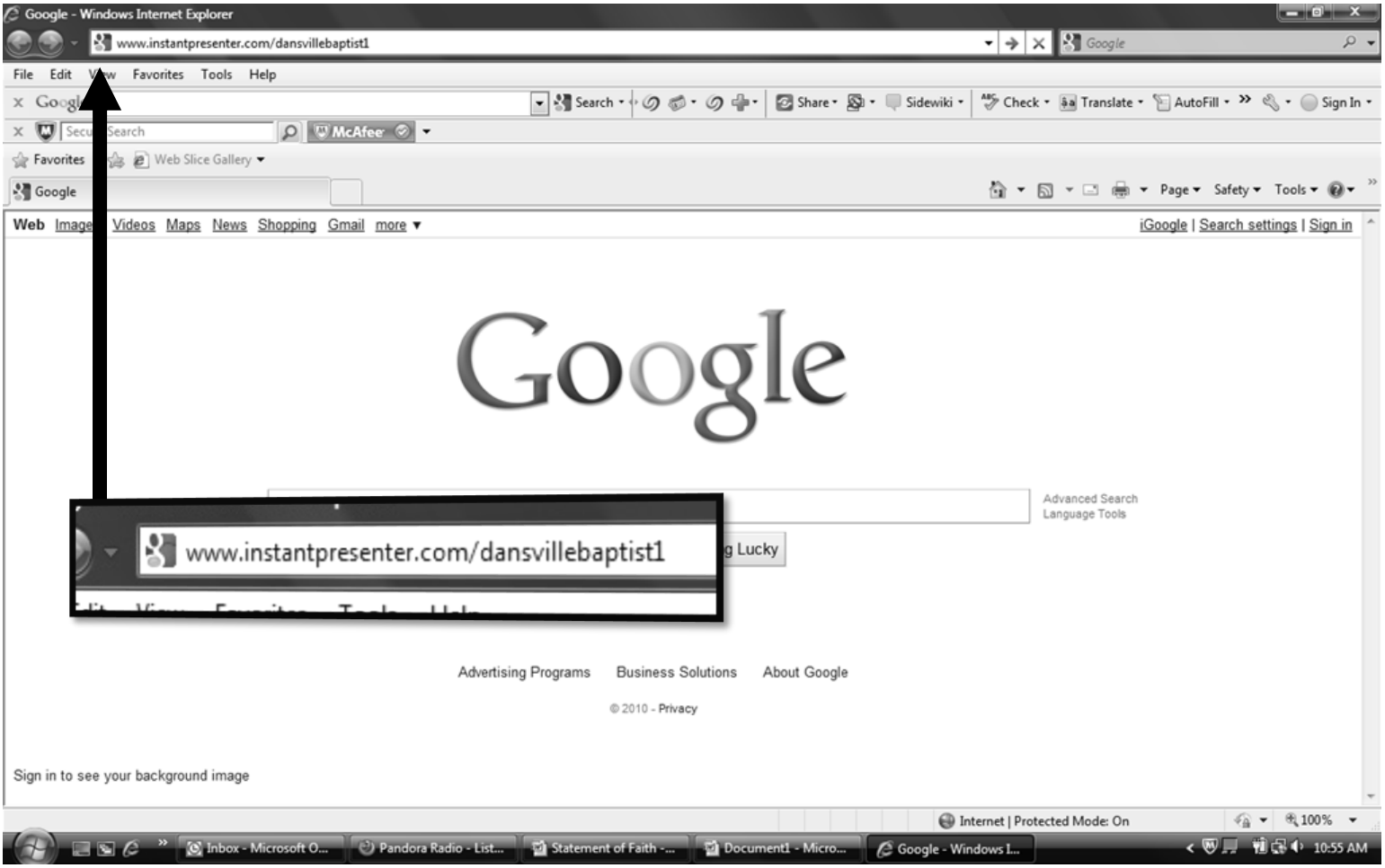
Dansville Baptist Church Live Streaming

User's Manual

www.instantpresenter.com/dansvillebaptist1

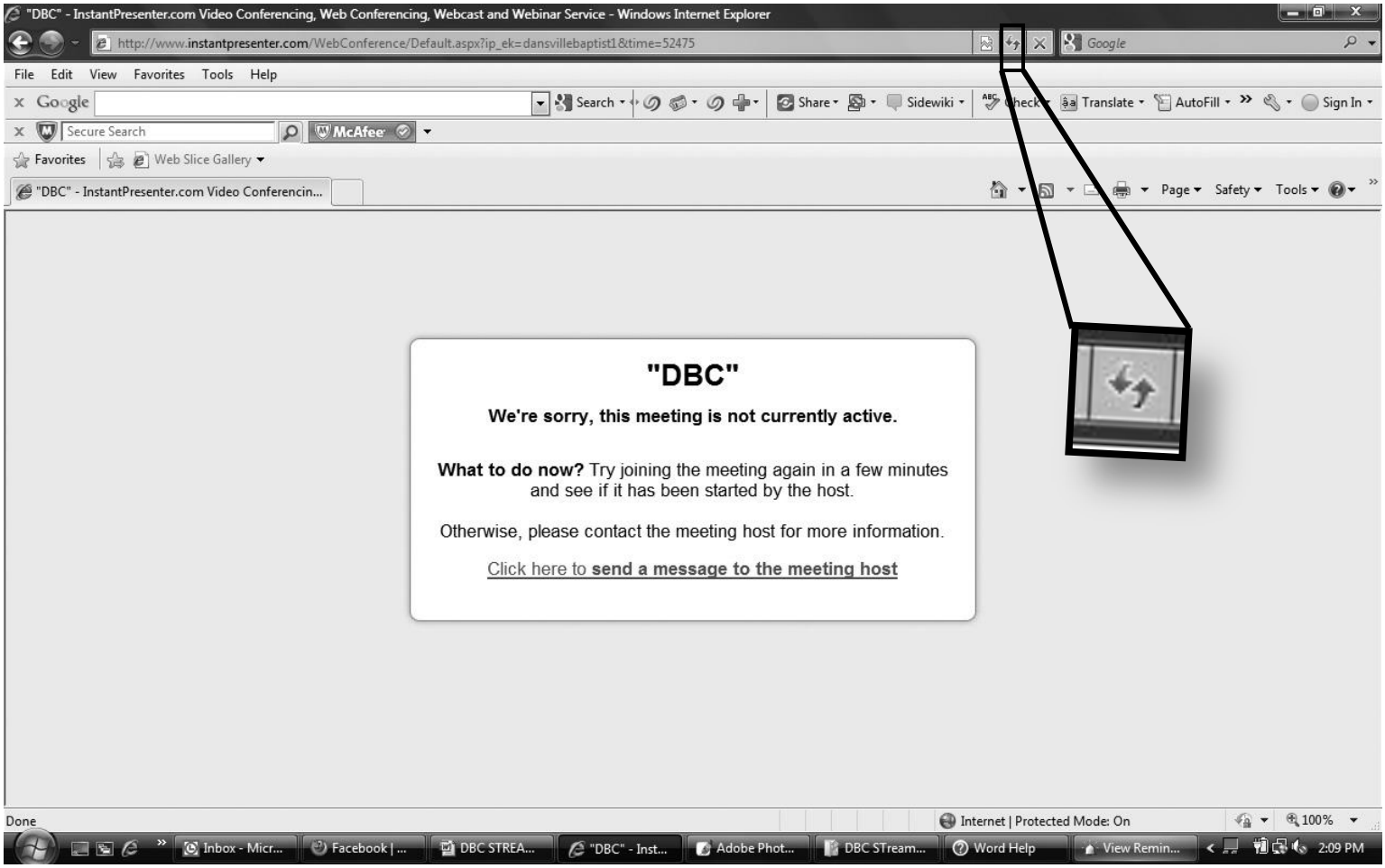
First, open your **internet browser**[i] by 'double clicking' (pressing the left mouse button twice in quick secession) your browser icon on the **Desktop**[ii]. Or open it by right clicking on the icon and choosing 'open'. You may also be able to open it by clicking once on the browser icon on the **taskbar**[iii] on the bottom left hand of your Desktop. In our example, the Internet Browser is Internet Explorer.

When the Browser opens, type the web address in the address bar at the top of the Web Browser as illustrated below. The address is **www.instantpresenter.com/dansvillebaptist1**



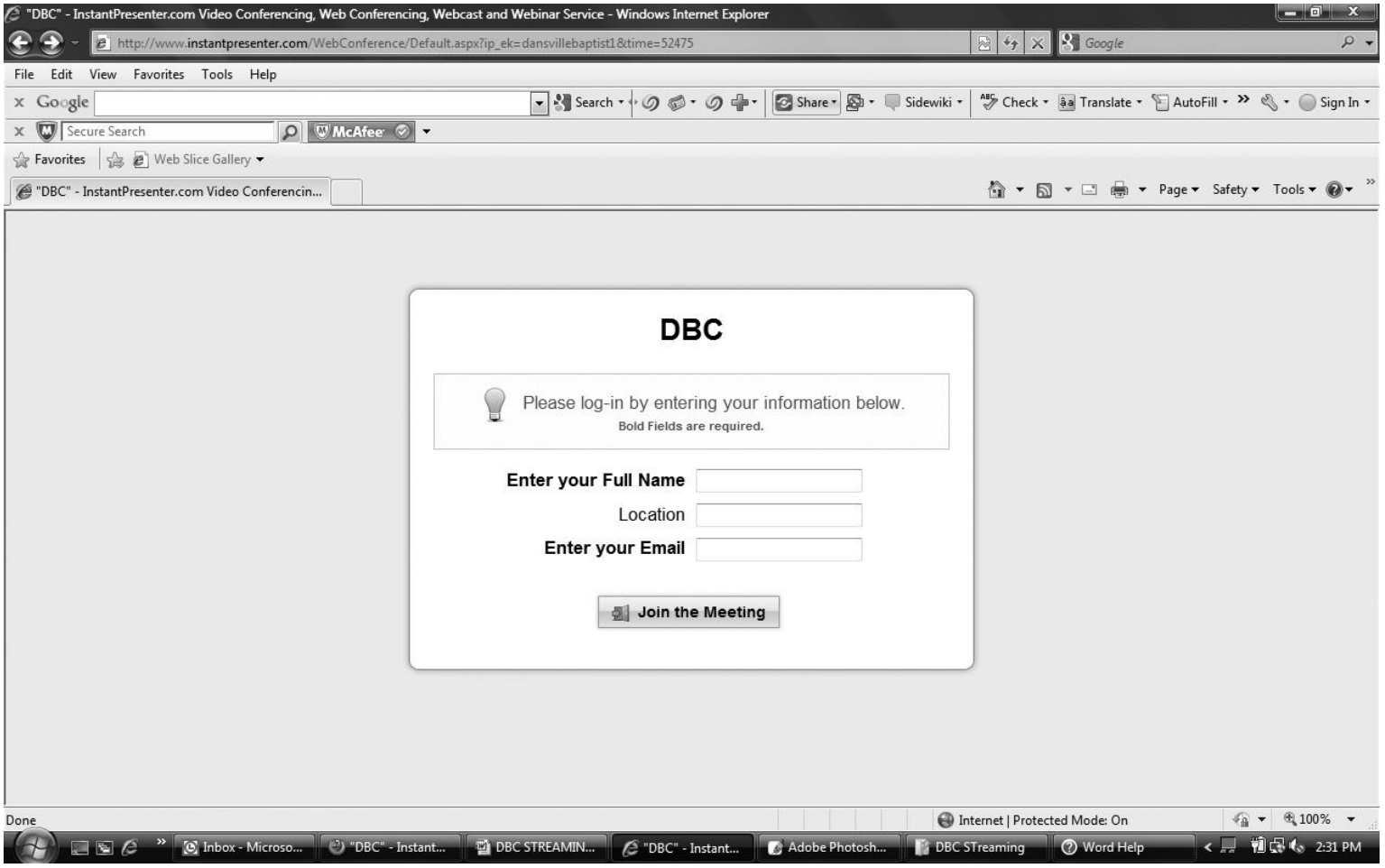
Once the web address is typed in, press the ENTER key on the keyboard to advance the page, or click the small arrow to the right of the address bar.

When the page advances it may display a page, like the one shown below saying: "**We're sorry, this meeting is not currently active".** If this web page is not displayed, the following directions are irrelevant , you may proceed to the next page in this manual. If this page *is* displayed, continue reading.


"DBC" - InstantPresenter.com Video Conferencing, Web Conferencing, Webcast and Webinar Service - Windows Internet Explorer
http://www.instantpresenter.com/WebConference/Default.aspx?ip_ek=dansvillebaptist1&time=52475
File Edit View Favorites Tools Help
"DBC" - InstantPresenter.com Video Conferencin...
"DBC"
We're sorry, this meeting is not currently active.
What to do now? Try joining the meeting again in a few minutes and see if it has been started by the host.
Otherwise, please contact the meeting host for more information.
Click here to send a message to the meeting host
Done
Internet | Protected Mode: On

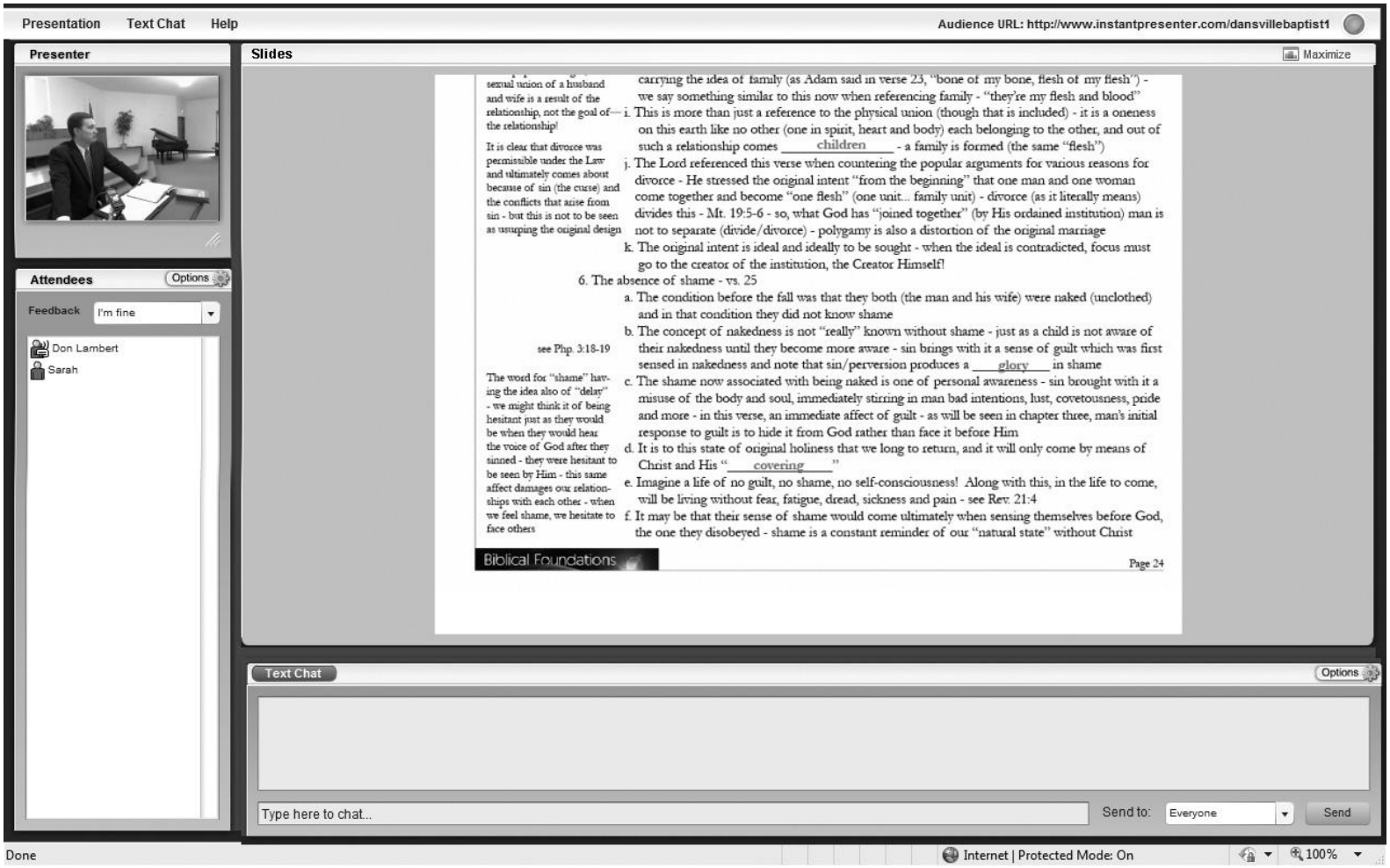
The above page is displayed if we are not yet 'live-streaming[iv]' the services. Wait a few minutes and we should have it started. Refresh the page every few minutes to see if we have started streaming . To refresh the page, click the r**efresh** button to the right of the address bar (enlarged above). You may also refresh the page by pressing the **F5** button on your keyboard. This page may not change for several minutes; it depends on how long we in Dansville take to get the equipment set up.

When a 'log-in' page appears, proceed to the next page in this manual.



A login page like the one pictured above should appear, asking for information. In the first field[v], type in your name. Note that, unlike what the directions say on the web page, "Enter your Full Name", you do not need to enter your full name, you may choose to only enter your first name, or even make up a name, it won't hurt anything. Just make sure you type *something* in that field as you will not be able to watch the services if you do not fill it in, it is 'required' (as is your email). The second field is **location**, but it is not required to 'enter the meeting', you do not need to fill in this field. The third field is, like the first, required. Enter your email address in that field. When you are finished entering your name and email address, click the **Join the Meeting** button under the **Enter your Email** field.

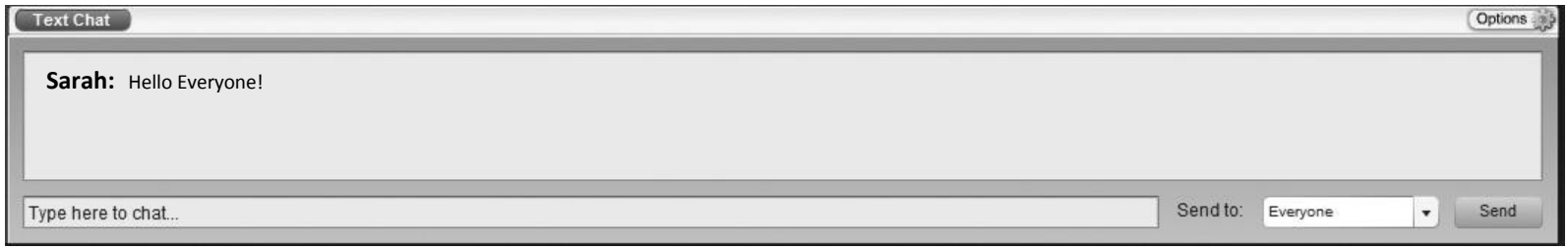
There are three things that will happen once you click **Join the Meeting:** First, text will appear saying **Loading Application.** Next the screen should change and more text come up saying, "**We are currently connecting to the server. This will only take a few minutes".** And like the text says, it *should* only take a few minutes or less, depending on the speed of your internet. The program will load one more application and then everything should be up and running.



You should see a small video box in the upper left hand corner of the screen. To turn the volume up or down, place your cursor over the video box. Volume controls will appear at the bottom of the video box which will enable you to adjust the volume. To make the video larger, click and drag *(hold down the left mouse button and while doing so, move the mouse to 'drag' the object*) the bottom right hand corner of the video box, this will enable you to stretch the video

box to a larger size (Note that this might adjust where the other boxes are positioned on your screen).

Directly under the video box is a box marked '**Attendees**[vi]**';** this box displays the names of all of the people who are watching the services online, your name will also be displayed. To the right of the video box is a large picture marked **'slides'.** This is where the notes for the different services are displayed. The slide display should not be relied on as the slides of the notes are not always changed. Instead, the notes can be sent to your email in PDF form, so that you may print them out or view them on your computer. To receive the notes in PDF form send an email requesting them to this email address: **dansvillebaptist@att.net** The Box below the slide displaying the sermon notes is marked '**Text Chat'.** This box is used to make comments or questions in text form. Within the text box are two boxes, the top box displays text messages already sent by you or other **Attendees.** The small narrow box below that says, "**Type here to chat…'** is where you type to send a text message**.** To send a text message, click within the small narrow box and type your question or comment. Before you send the message, notice the small box to the left of the **send** button (which is at the bottom right hand corner of the **Text**



Chat box) marked '**Send to'**; the box is automatically set to **Everyone,** which means that the message that you send will be seen by all of the **Attendees.** Click the small arrow on the box and it will display two options, '**Everyone'** and **'All Presenters'.** If you want your message to be public (seen by all **Attendees)**, leave the choice on **Everyone.** If you only want to send a private message to the Presenter[vii], choose the option **"All Presenters".** When you are ready to send the message, click the **Send** button at the bottom right hand corner of the **Text Chat** box.

If you have any questions, email us at **dansvillebaptist@att.net**

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[i] A **web browser** is a software application for retrieving, presenting, and traversing information resources on the World Wide Web. An information resource is identified by a Uniform Resource Identifier (URI), otherwise known as a **web address,** used in the **address bar** and may identify a web page, image, video, or other piece of content. Some of the most popular Web Browsers are Internet Explorer and Mozilla FireFox.

[ii] **Desktop:** The background image on the Computer Monitor's display screen, on which windows, icons, and other graphical items appear.

[iii] **Taskbar:** A bar running the whole length of the bottom of a computer screen. This bar displays, amongst other buttons, clock, and programs that are running..

[iv] **Live-Streaming/Streaming**: Broadcasting live video and/or audio over the internet.

[v] **Field:** A space allocated for a particular item of information.

[vi] **Attendees:** All of the People who are watching the live-streaming of the services

[vii] **Presenter:** A person(or persons who are) who is in front of the camera, and thus near the computer and able to see what is written in the text box.